



National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

# SPEAKERS BUREAU

Government & Community Relations Department  
Customer & Employee Relations Directorate

## EVENT PROFILE

EVENT:	DATE OF EVENT:	TIME OF EVENT:
LOCATION:	ADDRESS:	
PARKING INFORMATION:		
YOUR ROLE:	DRESS:	
TIME ALLOCATED:	INTRODUCED BY:	
CONTACTS AT EVENT:	CONTACT TELEPHONE NUMBERS:	
ROOM SETUP:	AUDIO VISUAL:	
EVENT SPONSORED BY:	OBJECTIVE OF EVENT:	
WHO IS THE AUDIENCE:	EXPECTED ATTENDANCE:	
MEDIA IN ATTENDANCE:	HOTEL ACCOMMODATIONS:	
DETAILED SCHEDULE:		
ADDITIONAL NOTES:		
WEB SITES (IF APPLICABLE):		